

 <p>Transport Education Training Authority</p> <p><i>Driven by Vision</i></p>	<p style="text-align: center;"><b>Annexure D</b></p> <p style="text-align: center;"><b>TERMS OF REFERENCE</b></p> <p style="text-align: center;"><b>International Executive Development Programme for Women</b></p>
<p><b>PURPOSE:</b></p>	<p><b>Request for Proposal/s from accredited Business Schools or Institutions of Higher Learning to deliver a customised International Executive Development Programme for Women aligned to NQF Level 9 qualification</b></p>

## **SPECIFICATION GOODS AND SERVICES REQUIRED**

### **1. BACKGROUND AND PROGRAMME OVERVIEW**

Transport Education and Training Authority (TETA) was established in terms of the Skills Development Act (SDA) of 97 of 1998, as amended. TETA is committed in facilitating and ensuring that through the National Skills Development Plan, South Africa will have a pool of highly skilled, competitive and competent people trained in the various facets of the transport sector (Rail, Aerospace, Maritime, Road Freight, Road Passenger, Taxi, Freight Handling and Forwarding & Clearing) to address the country's skills shortage and demand for scarce and critical skills.

The International Executive Leadership Programme (IEDPW W) is aimed at equipping participants with integrated strategic management and leadership skills for the purpose of aligning current business practices to global standards for increased competitiveness of the sector. Further, the programme aims to accelerate the development of Women Senior Managers, drawn from historically disadvantaged groups and it will be open to those Women Senior Managers in the transport sector earmarked for executive management positions within their organisations.

The IEDPW must be developed to suit the needs of the transport sector ensuring equity in the workplace. It must not only cultivate personal and professional development but must also create opportunities for participants to function more effectively in a team. The programme will promote the development of network of empowered executives that can leverage each other's experience to the betterment of their own organisations strategic and operational sustainability. This programme must be specifically designed for TETA and combine academic rigor and practical implementation.

The 20 delegates must have an opportunity to visit and interact with some of the most successful local and global/international institutes and companies. The delegates must attend a course delivered by a local Business School/Higher Learning institution as well as interact with some of the leading global/international institutions and companies. There must be opportunities to explore the secrets of

success of the developing and developed countries by engaging with successful leaders from leading institutions and companies. In other words, the programme must involve a visit to two countries; a developing country like South Africa that has advanced economically and socially and a visit to a developed country.

## **2. PURPOSE**

TETA wishes to request proposal/s from accredited business schools to deliver a customised International Executive Development Programme for Women aligned to a NQF Level 9 qualification aimed at Senior Managers and Executives in the Transport industry for a period of twelve (12) months for 20 delegates. **Twenty (20) delegates will attend the whole programme.**

## **3. OBJECTIVES**

IEDPW is aimed at developing Women Senior Managers and Executives in the transport sector namely; Maritime, Aerospace, Road Passenger, Freight Handling, Taxi, Road Freight, Rail and Forwarding and Clearing. The objectives are as follows:

- 3.1 To enhance delegates' ability and capacity to manage complexity and change;
- 3.2 To explore cutting edge technology, best practice and global trends in leadership, innovation, and operations management from leading global economies;
- 3.3 To develop local and international relationships and have an opportunity to interact with leading local and international companies;
- 3.4 To cultivate personal and professional development;
- 3.5 To create "Champions" for the sector;
- 3.6 To create awareness of the South African transport sectors internationally and potentially create business opportunities;
- 3.7 To broaden the awareness and understanding of management in an emerging market;
- 3.8 To develop an understanding of Reputation and the ability to manage the concept in organisations; and
- 3.9 To allow participants to apply their learning to identified challenges in the transport sector and to support TETA's goal to foster economic development and job creation.

Overall, the programmes should promote the development of network of empowered executives that can leverage each other's experience to the betterment of their own organisation's strategic and operational sustainability.

#### **4. THE FOLLOWING ARE THE EXPECTED OUTPUTS / DELIVERABLES**

- 4.1 The programme will be customised in consultation with TETA to the specific needs of the transport sector and related services
- 4.2 The scope of the project shall include the overall delivery of the programme which amongst others will include recruitment of delegates in consultation with TETA, programme administration, programme delivery with both local and international components and certification within a period of 12 months.

#### **5. PROGRAMME METHODOLOGY**

The IEDPW has six overarching components:

- 5.1 A group of high-impact, cross-industry high potential leaders working together;
- 5.2 Foundation competencies and team competencies such as critical thinking, personal mastery, effective communications, group dynamics and team effectiveness as well as industry and business knowledge such as supply chain management and innovation;
- 5.3 A complex and urgent business or industry challenge which participants research and investigate throughout the process in syndicate teams. This hones their critical thinking and team effectiveness skills as well as cultivating an external perspective. Findings and recommendations of this action learning project are presented to a senior industry panel at the programme conclusion;
- 5.4 In-market learning meetings with external stakeholders/industry practitioners to promote outside-in thinking and progress business challenge recommendations in both South Africa and abroad;
- 5.5 Structured reflection and knowledge capture embedded in the programme are regular reflection sessions as a cohort and in smaller groups as well as structured effort to capture the collective knowledge gained from the programme;
- 5.6 Personal assessments and action coaching. The IEDPW uses assessments tools and action learning coaching to ensure participants are optimizing their personal insights and development.

#### **6. NON-ELIGIBLE ENTITIES**

- 6.1 Non-Registered Business Schools with no accredited programmes at NQF level 9;
- 6.2 Entities who are in the process of being deregistered by CIPC;
- 6.3 Entities whose director(s) are declared delinquent;
- 6.4 Entities listed by National Treasury as blacklisted on any public database;
- 6.5 Entities who are in legal conflict with TETA.

## 7. IMPORTANT INFORMATION

- 7.1 TETA reserves the right to request additional information;
- 7.2 It should be noted that, projects will be evaluated on a first come, first served basis and priority will be given to projects that have real impact; it is therefore critically important to highlight the impact of the solution submitted;
- 7.3 TETA reserves the right not to award and/or fund any project submitted through this funding window or through an unsolicited proposal;
- 7.4 The funding of the projects will be subject to availability of funds and will be subject to Board approval. TETA reserves the right to conduct due diligence process on proposals or solutions and reserves the right to withdraw funding (even after providing an applicant with intention letter to award) where due diligence proves that the project should not be funded.
- 7.5 TETA reserves the right to disqualify an applicant, where the applicant has provided false information.

## 8. EVALUATION CRITERIA

Proposals will be evaluated in two (2) stages as follows:

- **Stage 1** - Mandatory Requirements
- **Stage 2** - Quality and Functionality Evaluation

### 8.1.1 Mandatory Requirements

Business Schools who fail to meet the following mandatory requirements will be disqualified at Pre-Compliance Phase:

Criterion	Requirement
SARS Pin / CSD Supplier Number	<ul style="list-style-type: none"><li>• The Business School must submit a SARS Pin with expiry date to assist with verification of Tax Affairs.</li><li>• If SARS Pin is not submitted - provide CSD Supplier Number</li></ul>
International Footprint	<ul style="list-style-type: none"><li>• The service provider must indicate an official body that recognises its international footprint and programmes (<b>Provide evidence that is verifiable</b>)</li><li>• The service provider's international rating should be verifiable with official international rating bodies for business schools and or institutions of higher learning</li></ul>

Criterion	Requirement
	<ul style="list-style-type: none"> <li>The service provider must submit proof of international partnerships with international institutions of higher education or other accredited business schools (<b>Provide MOUs or Confirmation Letters from those institutions</b>)</li> <li>Failure to provide this information will disqualify the proposal submission.</li> </ul>
Project Manager's Qualifications	<ul style="list-style-type: none"> <li>The Project Manager must have at least a minimum qualification of a Diploma in Project Management at <b>NQF Level 6</b>.</li> <li>Other acceptable qualifications will be any diploma (<b>NQF Level 6</b>) / degree and above with 3 years' experience in coordinating Leadership /Executive Development programmes</li> </ul>
Service Provider's experience	<ul style="list-style-type: none"> <li>The service provider must have at least <b>3 years'</b> practical experience in conducting Leadership /Executive Development Programmes with an international component.</li> <li><b>This information must be easily identifiable in the body of the proposal.</b></li> </ul>
Registration/ accreditation by CHE/DHET/SAQA	<ul style="list-style-type: none"> <li>Registration/accreditation by CHE/DHET/SAQA to offer management and executive development programmes at NQF level 9.</li> </ul>
Business School Track Record	<ul style="list-style-type: none"> <li>Proof of implementing an international leadership or executive development programme with international immersion, relations with envoys/ embassies or international stakeholders at NQF level 9.</li> </ul>
Project Manager's Experience	<ul style="list-style-type: none"> <li>The Project Manager must have a minimum of three (3) years' experience managing Leadership /Executive Development programmes.</li> <li>Experienced to be linked to the CV.</li> </ul>
Audited Annual financial statements	<ul style="list-style-type: none"> <li>The Service Provider must submit <b>audited</b> Annual Financial Statements for the past two years (2023 and 2024).</li> </ul> <p><b>NB!</b> If the bidders' Annual Financial Statements are not audited, the bidder must indicate in a properly <b>signed letter</b> (in the bidder's company letterhead) in terms of which <b>legislation</b> are they not audited or reviewed</p>

Criterion	Requirement
	and kindly provide sufficient supporting, appropriate evidence of audit or review.

## 8.2 QUALITY EVALUATION - STAGE 2

All proposals that successfully met the requirements stage 1 evaluation will be further evaluated using the following Quality Evaluation Matrix where a minimum of 70 will be a threshold for consideration of the proposal:

Indicator	Functionality	Evaluation Weight		Comments
<ul style="list-style-type: none"> <li>Programme Customization</li> </ul>	Coordinate and deliver a customized hybrid (online and on campus) transport programme with case studies and guest lecturers by transport experts. <i>(in consultation with TETA to the specific needs of the transport sector and related services)</i>	20		
<ul style="list-style-type: none"> <li>Demonstrated capacity to accommodate the required number of delegates</li> </ul>	Admit and register 20 delegates on a SAQA accredited NQF Level 9	20		
<ul style="list-style-type: none"> <li>Programme Implementation Plan</li> </ul>	Implementation plan with clear timelines that are satisfactory and aligned to TETA's reporting schedule	30		
<ul style="list-style-type: none"> <li>Programme Scope</li> </ul>	The scope of the project must include the overall delivery of the programme inclusive of delegates recruitment, programme administration, programme delivery with both local and international components and certification within a period of 12 months.	30		
<b>TOTAL SCORES</b>		100		

The following values with their meanings will be applied for evaluation purposes:

**Values: 1 = Poor 2 = Average 3 = Good 4 = Very Good 5 = Excellent**

## 9. APPLICATION AND ENQUIRIES

9.1 For further enquiries please contact **James Motha (Manager: Strategic Projects)** on **011 577 7019; email [jamesm@teta.org.za](mailto:jamesm@teta.org.za)** during office hours.